

GEORGIA DEPARTMENT OF TRANSPORTATION - DOCUMENTATION REQUIREMENTS ON FEDERAL AID PROJECTS
CIVIL RIGHTS AND LABOR (Revised May 2010)

DOCUMENT OR FORM	WHO SUBMITS?	SUBMITS TO?	WHEN DUE	PURPOSE	REFERENCE
Training Program – Section 158 – FORM 1409	CONTRACTOR	Area Engineer - Project Engineer. (Project Engineer submits a copy to Office of Equal Opportunity- Division Office- Attn: Carla Cheeks	30 days from the Notice to Proceed date to submit an acceptable training program	Submission, for approval, the number and classification of trainees to be trained - Failure to submit an acceptable training program, as determined by the Engineer will result in the withholding of all progress payments, until one is submitted	Inspection and reporting requirements for Federal-Aid Highway Construction Contract Training are outlined in Transmittal 1 of the FHWA Federal-Aid Policy Guide. FHWA 1273 IV, 4 a & FHWA LCM 507-3
Enrollment Report (Form FHWA 1409)	CONTRACTOR	Project / Area Engineer and forwards a copy to Office of Equal Opportunity (General Office/Atlanta: Attention: Carla Cheeks)	Initially and Quarterly (Contractor shall send copies of this completed report to the Project Engineer and the Office of Equal Opportunity -Atlanta)	MONITORS TRAINEES on federal aid projects. (Due: Immediately after a trainee is enrolled into the program, the Contractor shall complete two (2) copies of Form 1409 through Item 10. Submit one copy to the Area Engineer and a copy is forward to the Office of Equal Opportunity -Atlanta. Trainees should initial this form in the appropriate place.)	Federal Highway Administration Monthly Reporting Standard Specifications: Section 107—Legal Regulations and Responsibility to the Public Section 158—Training Program
Trainee Certification – Section 158 Training Program Approval	DIVISION OFFICE OF EEO – Attention: Carla Cheeks	Area Engineer - Project Engineer & Prime Contractor	Before Apprentice/Trainee begins work on Project	Certification proving registration of Apprentice/Trainees in program w/dates and ratios.	FHWA 1273 IV, 4 a & FHWA LCM 507-3
Prime Contractor's EEO Policy Statement - Requirement to notify GDOT of EEO Officer's Name: Notify Resident Engineer at Preconstruction Meeting	PRIME CONTRACTOR AND EACH SUBCONTRACTOR	District EEO Office and Prime MUST Post EEO Policy Statements on Project Bulletin Board	At beginning of Project.	To designate and make known EEO/DBE Officer or individual responsible for administering EEO/DBE program in company	FHWA 1273 II.2
Form 1140 – Request for conformance of classification and wage rate.	CONTRACTOR & ALL SUBS	Betty Mason, Office of Construction (Division Office & Project File	At beginning of Project or when needed, thereafter.	Requests for those classifications and rates not listed in wage determination. Project specific. Prime must sign even when sub makes request and signs	FHWA 1273 IV, 2(a – b)

Form 485 – Request for Approval of Subcontract Document	CONTRACTOR	District Contracts Administration	Before Subcontractor can go to work on Project	Indicates items being done by contractors other than Prime. State must approve.	FHWA 1273 VII, 4
Labor Interview Form	Project Office on trainees and at least one minority, female and non-minority	Project File – Report total number completed to District EEO Review Officer Quarterly	Goal is three (3) labor interviews/month for Prime and three (3)/month for subcontractors active on the project. Send copies to District EEO Office after comparing information to certified payrolls within ten (10) calendar days after the end of each quarter.	To ensure employees are being paid and treated correctly as is required in the regulations. To closely monitor the prime contractor and subcontractor to ensure the accuracy of the monthly reports, certified payrolls and information is used to assist in monitoring EO/EEO issues when they arise. Refer questionable issues to the District EEO Review officer for review.	FHWA 1273 V (2) (g) 29 CFR Part 5.5(a)(3)(iii)
EEO Policy Statement	CONTRACTOR & ALL SUBS	Project Office and Post on Project Bulletin Board	At beginning of Project	To show Contractor's and Subcontractor's EEO operating policy	FHWA 1273 II, 1 (b)
Complaint Procedure	CONTRACTOR & ALL SUBS	Project Office and Prime Contractors may post information on Project Bulletin Board	At beginning of Project	For informational purposes for employees of Contractor and Subcontractors. Project specific.	FHWA 1273 II
Additional Wage Decision Requested - Wage Classification Not Found on wage decision in Contract: Complete Form 1140	CONTRACTOR	Betty Mason, Office of Construction (Division Office & Project File	At beginning of Project or when needed, thereafter. Post on Project Bulletin Board	For employee reference in ensuring they are getting paid correctly.	FHWA 1273 IV
Bulletin Board Review	PROJECT OFFICE	District EEO Review Officer & Project Office	At beginning of project and random checks made by District EEO Review Officer	Ensure all required posters and notices, including wage rates, 1140's, complaint procedures and EEO officers are posted.	Special Provisions, Specific EEO Responsibilities Sheet 2 of 4, Part 4 a(5) FHWA 1273 IV 1 a

WH-347 – Certified Payroll - (Information required on WH-347 may be in other format)	CONTRACTOR & ALL SUBS	Subs to Prime; Prime submits all to Project Office	Weekly (Must be originals)	Reports hours worked and wages paid for all employees working on the project. Information required on WH-347 must be on payrolls if different format is used.	29 CFR Part 3.4 (a) FHWA 1273 V 2(c)
WH-348 – Payroll Certification Statement of Compliance	CONTRACTOR & ALL SUBS	Project Office, District EEO Review Officer	Weekly – Submitted with Payroll (Must be original signatures). Copy to District EEO.	Certification that payrolls are correct and information contained therein is true and accurate – wording must be exact.	29 CFR Part 3.4 (a) FHWA 1273 V 2(c)
RECOMMENDATION: Conduct Periodic Meeting to Review one of the Chapters presented during 1273 Training on Roles & Responsibilities	Project Manager conducting the training	District EEO Review Office upon request	Throughout life of project.	Roster of attendees at meetings where EEO topics were discussed. Roster must show items discussed.	Recommendation to GDOT construction personnel to monitor the EEO & DBE requirements on federally funded contracts.

PR-1391 – EEO Yearly Report	CONTRACTOR & SUBS over \$10,000	District EEO Review Officer reviews for accuracy and forwards a copy to the General Office – EEO Office upon request.	For month of July – once a year, due in Civil Rights Office by Aug. 6	Reports employees of Contractors and Subs by race and classification for month of July	FHWA 1273 II, 9 b
DBE Participation Report	CONTRACTOR	Project File & copy to District EEO Review Officer	As contract requires – Monthly OR Quarterly: March, June, September, and December.	List all DBEs active on the project during this period reporting the total earnings by DBE. Monitors DBE Participations on project.	**SUPPORTING DOCUMENTS MUST BE ATTACHED TO REPORTS
CUF - Commercially Useful Function Report (Form is being updated for electronic submission)	Project Office	Project File & copy to District EEO Review Officer	Quarterly – Reporting at once per quarter on each DBE shown on the DBE Quarterly Participation Report	Monitoring contract compliance to ensure DBE compliance of performance and conduct requirements.	XII Bid Conditions – Disadvantaged Business Enterprise (DBE), 49 CFR 26

Field Audit Report	Project Inspector or District EEO Review Officer, may request	CONTRACTOR, and copy to project file.	Quarterly reports on each Federal Aid project between 35% – 75% complete	Checking EEO compliance of federal regulations to correct any deficiencies.	FHWA 1273 and 49 CFR Part 26 regulations
Monthly Employment Data Form (EEO/MEUR)	CONTRACTOR & ALL SUBS	District EEO Review Officer -	Monthly or when requested by District EEO during Compliance Review	To determine compliance with Minority and Female employment requirements	FHWA 1273 II Title 23 CFR 230